22 June 1970

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| | MEMORANDUM FOR THE RECORD | and the second second second |
| | Subject : Design of Position-Language user instructions | Control Form and associated |
| | Reference: Memo dated 18 June 1970, Re: briefing on submitting lan | DDP Personnel Officer guage requirements |
| STAT | PROJECT : | ing specification in the second secon |
| STAT | 18 June 1970 to coordinate the final des language requirements. After a brief di | ce of Training contacted me on sign of the form to submit scussion of the various contacted the final design of the form, |
| STAT | indicated that he did not he the Language Development Program and command Branch/OCS finalize the form and protions within two days. | nsequently requested that epare associated user instruc- |
| | 2. The attached handbook "Guideliting Language requirements on the Posit which includes (1) A sample copy of the Language Control Form'; (2) Instruction (3) General Guidelines; (4) Typical lan actions to be taken; and (5) Examples; required time limitation by | newly designed Position: s for completing the form; suage conditions and associated |
| STAT | 3. A briefing was given to at the Language School on Frida handbook was described in minute detail techniques that were incorporated. | y afternoon 19 June 1970. The , indicating all the design |
| STAT | handbook. They thought it was exactly modification that has already been inco- | ere extremely impressed with the |
| STAT | all the original copies, which he in to distributed to the Agency personnel of Language Development program. | four copies of the handbook and urn will have reproduced and ficers that administer the |
| | Approved-For Release 2005/12/14 : CIA | A-RDP78-07181R000200050b01-1 |

Group Leader/HRS

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